Administrative Automation Division

Program Operating Plan

Program or Division Name	Administrative Automation Division
Bureau	Bureau of Application Integration & Development
Associateship	Information Systems
Program Purpose	The purpose of the Administrative Automation Division is to provide systems analysis, design and development services to support TDH financial, human resource, contract management, health care services billing, and executive management business processes. The service products include new systems, new releases, technology upgrades, ongoing technical support and consultation. The division supplies technical teams for HHSAS/HRMS and 28 additional administrative software products.
Major Responsibilities	• Application Software Product Development: (new systems & new releases) • Application Software System Support: (technology upgrades & ongoing technical support), and • Application Software Consulting Services: (consultation includes defining system requirements, technology selection criteria and alternative products and services, and providing project management, quality reviews and problem diagnosis of product and services implementation)
Population Served:	TDH and Its Customers
Contact Information	Mareda Summers Director Phone: 512.458.7513; Fax: 512.458.7322 mareda.summers@tdh.state.tx.us Location: Tower Building, Room T 105.3 Mailing address: 1100 W. 49th Street, Austin, TX 78756

Original created: July 1, 2002

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Program Objectives

Fiscal Year 2003 Objectives	• Provide ongoing customer support for 28 agency-wide and central administrative and executive information systems.
	• Rewrites:
	   o Rewrite CDS/HHSAS Interface to correct data and access security problems and establish single ledger of record
	   o Rewrite remittance system to support current business processes.
	   o Complete rewrite/expansion of executive Tracking Planning Tool, Advisory Committee Tracking System, and TDH Systems Catalog/Inventory
	• Complete the mandated calendar year system modifications, including W 2's for 2002
	• Modify the Centralized Billing System to accommodate HIPAA Electronic Data Interchange standards
	• Develop system for agency Annual Hospital Survey and support implementation of a correspondence tracking system.

Services Provided/ Activities	**Health Care Safety Net Services**
	N/A
	Essential Public Health Services (EPHS)
	N/A
	Administrative Activities
(Austin office), (regional offices) or (both) indicate where the activity takes place.	The Administrative Automation Division supports central and agency-wide administrative activities through 28 software systems (beyond the HHSAS/HRMS system and project support). These are: • Agency Vendor Update (Austin office) • Remittance Disposition (Austin office) • Fiscal Decodes (Austin office) • Fiscal Imaging System (Austin office) • USAS Report Handler (Austin office) • Contract Development System (both) • *Time Accounting System (both) • *Employee Leave System (both) • Centralized Billing System (both) • *Operating/Allocation Budget (Austin office) • *Payroll (Austin office) • *Personnel Information (both)

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- HealthLynx (both)
- Applicant Tracking (both)
- *Insurance Reporting (Austin office)
- Inventory/Warehouse (both)
- Literature & Forms Order Entry (both)
- Conference Room Scheduling (Austin office)
- HUB Reporting (Austin office)
- Comprehensive & Legislative Reporting System (both)
- Single Audit Tracking System (Austin office)
- Systems Catalog (both)
- Advisory Committee Tracking System (both)
- OGC Docket & Litigation Tracking System (Austin office)
- Telcom Toll System (both)
- Barcode Reader (both)
- Telcom Phone Credit Card (Austin office)
- Annual Hospital Survey

NOTE: *6 of these systems will be replaced by HRMS by Calendar year 2003. The Division also maintains 9 interfaces from legacy systems to HHSAS.

Program Evaluation	Performance Measures
Performance Measures: State	N/A
Performance Measures: Federal	N/A
Mandate/authority	N/A
Origins of program (if no mandate)	The division was created as part of the central office support function for Application Development Services. More recently, the division was reorganized to meet increasing executive support information needs.
Program Rules	N/A
Advisory Committee or Regulatory Board	N/A

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